Department of Health and Human Services
Administration for Children and Families

Program Office:	Office of Refugee Resettlement
Funding Opportunity Title:	Targeted Assistance Discretionary Grant Program
Announcement Type:	Initial - Grant
Funding Opportunity Number:	HHS-2006-ACF-ORR-RT-0117
CFDA Number:	93.576
Due Date for Applications:	**05/22/2006**

Executive Summary:

This notice announces the availability of funds and award procedures for Fiscal Year (FY) 2006 discretionary targeted assistance grants (TAG). Eligible applicants are invited to submit competitive applications for assistance to refugees to address special employment needs that cannot be met with the formula social services or formula targeted assistance grants. The Office of Refugee Resettlement (ORR) is making $4,809,938 available under this announcement. Awards will be contingent on the outcome of the competition and the availability of funds.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

TAG discretionary projects are funded under the authority of: (1) section 412(c)(2) of the Immigration and Naturalization Act (INA), as amended by the Refugee Assistance Extension Act of 1986 Public Law (P.L.) 99-605, 8 United States Code (U.S.C.) 1522(c); (2) section 501(a) of the Refugee Education Assistance Act of 1980 (P.L. 96-422), 8 U.S.C. 1522 note, insofar as it incorporates by reference with respect to Cuban and Haitian entrants the authorities pertaining to assistance for refugees established by section 412(c)(2) of the INA, as cited above; (3) section 584(c) of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988, as included in the FY 1988 Continuing Resolution (P.L. 100-202), insofar as it incorporates by reference with respect to certain Amerasians from Vietnam the authorities pertaining to assistance for refugees established by section 412(c)(2) of the INA, as cited above, including certain Amerasians from Vietnam who are U.S. citizens, as provided under title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989 (P.L. 100-461), 1990 (P.L. 101-167), and 1991 (P.L. 101-513); (4) section 107(b)(1)(A) of the Victims of Trafficking and Violence Protection Act of 2000 (P.L. 106-386), as amended by the

Trafficking Victims Protection Reauthorization Act of 2003 (P.L. 108-193); (22 U.S.C. section 7105(b)(1)(A)), insofar as it states that a victim of a severe form of trafficking and certain family members shall be eligible for Federal and certain State benefits and services to the same extent as a refugee.

Eligible recipients of services provided through TAG includes refugees, asylees, Cuban and Haitian entrants, certain Amerasians from Vietnam who are admitted to the U.S. as immigrants, certain Amerasians from Vietnam who are U.S. citizens, victims of a severe form of trafficking who receive certification or eligibility letters from ORR, and certain family members of trafficking victims. (See Part I of this notice on "Legislative Authority," and refer to 45 Code of Federal Regulations (CFR) 400.43 and the ORR State Letter #01-13 on the Trafficking Victims Protection Act dated May 3, 2001, located at http://www.acf.hhs.gov/programs/orr/policy/sl01-13.htm, as modified by ORR State Letter #02-01 dated January 4, 2002, located at http://www.acf.hhs.gov/programs/orr/policy/sl02-01.htm, and ORR State Letter #04-12, dated June 18, 2004, located at http://www.acf.dhhs.gov/programs/orr/policy/sl04-12.htm). For the purposes of this program announcement, the term "refugee", is intended to encompass persons who are eligible to participate in refugee program services, which includes TAG grants awarded under this announcement.

Purpose and Objectives

The TAG discretionary program reflects the requirements of section 412(c)(2) of the INA (8 U.S.C. section 1522(c)(2)). Paragraph (2)(A) enables States to provide "assistance to counties and similar areas . . . because of factors such as unusually large refugee populations (including secondary migration), high refugee concentrations, and high use of public assistance by refugees." Paragraph (2)(B) states that the, "Grants shall be made available . . . (i) primarily for the purpose of facilitating refugee employment and achievement of self-sufficiency, (ii) in a manner that does not supplant other refugee program funds ... ." The applicant must demonstrate the need for supplemental resources to assist refugees in the impacted area.

The purpose of TAG discretionary grants is to encourage States to address the employment needs of refugees that cannot be met with the formula social services or TAGs. Activities proposed under this announcement should assist refugees and refugee families to attain economic self-sufficiency. Services provided under this notice are available to all refugees, regardless of their length of time in residence in the U.S.

Under this announcement, States may request funding for activities that supplement and/or complement existing employment services that help refugees achieve economic self-sufficiency. The description of services should include the relationship of TAG discretionary services to other services available to refugees in counties and local jurisdictions. In particular, the applicant must describe how these funds will fill gaps in the current array of services available to refugees. Priority will be given to States with counties and local jurisdictions that do not receive formula targeted assistance funds but that can demonstrate that the local jurisdiction has been impacted by refugee groups that are not counted under the TAG formula program, such as secondary migrants and refugees who have been in the U.S. longer than five years.

In order to provide culturally and linguistically compatible services in a manner as cost-efficient as possible, ORR strongly encourages States and counties to promote and give special consideration to the provision of services through coalitions of refugee service organizations, such as coalitions of Mutual Assistance Associations (MAA's), voluntary resettlement agencies, or a variety of service providers. States are encouraged to consider eligible applicants for sub-granting funds that is subsequent to the award of grants under this announcement to include public or private non-profit agencies including faith, refugee, or community-based organizations.

Allowable Activities

In addition to the statutory requirement that TAG funds be used "primarily for the purpose of facilitating refugee employment" (section 412(c)(2)(B)(i) of the INA), funds awarded under this program are intended to help fulfill the congressional intent that "employable refugees should be placed in jobs as soon as possible after their arrival in the United States" (section 412(a)(1)(B)(i) of the INA). Therefore, targeted assistance funds must be used primarily for employability services designed to enable refugees to obtain jobs and achieve economic self-sufficiency as soon as possible. Targeted assistance services may be continued after a refugee has entered a job to help the refugee retain employment or move to a better job. Proposed project activities should supplement and/or complement existing employment services that help refugees achieve economic self-sufficiency. The applicant should describe the relationship of TAG discretionary services to other services available to refugees in counties or local jurisdictions. The applicant must describe how TAG discretionary funds will fill gaps in the current array of services available to refugees.

ORR is particularly interested in projects that address the self-sufficiency needs of special populations, such as refugee women who are not literate in their native language, the elderly and other hard-to-assimilate refugee groups. Services must be provided to the maximum extent feasible in a manner that ensures adequate access to services by refugee women and compatibility with a refugee's language and cultural background. In planning services for refugees, States and counties should take into consideration the family's previously developed self-sufficiency plan [See 45 CFR 400.79 and 400.156(g)].

Listed below are examples of allowable services. They are not intended to limit applicants from planning and designing projects that are appropriate for the target population. Applicants may propose all or some combination of the following or may propose other strategies to address refugee self-sufficiency:

Specialized Training and Employment-Related Activities (including all services listed at 45 CFR section 400.154):

- Training specific to employment job opportunities offered by an employer or industry in the community. These activities should be jointly designed with the employer and show employer contribution and commitment to employing the trainees at the end of the training. Examples of such training are training of bilingual education aides for the school system and training of health aides for placement in the health care system.

- Incentives for refugees to seek and maintain employment and to reduce welfare dependency, such as job acceptance and job retention bonuses.

- On-the-job training and short-term skills training, not to exceed 12 months, targeted to the local job market.
- Job placement and post-placement services to help refugees retain employment or achieve self-sufficiency.
- Supportive services, such as transportation, interpreter assistance, access to child care, and equipment that is required for employment, such as work boots, tools, uniforms, etc. Transportation and equipment may only be provided to newly employed refugees.
- Job upgrade services.
- Recertification and retraining not to exceed 12 months for attaining employment in the job related area.

English Language Training (ELT):

- Specialized classes for specific industries in coordination with employers.
- Specialized instruction in pre-employment competency-based ELT for targeted groups, (e.g., limited English speaking individuals with non-transferable job skills, homebound women, refugees who are not literate in their native language and the elderly).
- Through collaboration with and the active participation of specific employers, vocational ELT in specific occupations at sites of employment or ELT as part of an integrated employment program (e.g., one-stop services).
- If targeted assistance funds are used for the provision of ELT, such training must be provided in a concurrent, rather than sequential, time period with employment, employment training or with other employment-related activities.

Community Education:

- Citizenship and Naturalization educational services on how to prepare for U.S. Citizenship.
- Orientation to health and preventive health care and services for low-income families, including assistance for accessing low-cost health services at community health centers or health maintenance organizations.

Proposed Performance Goals

All applicants will be required to establish proposed performance goals for each of the six ORR performance outcome measures for each impacted county's proposed service contract(s) or sub-grants for the next contracting cycle. Proposed performance goals must be included in the application for each performance measure.

The six ORR performance measures are:

- Entered employments,

- Cash assistance reductions due to employment,
- Cash assistance terminations due to employment,
- 90-day employment retentions,
- Average wage at placement, and
- Entered employments with available health benefits.

TAG program activity and progress achieved toward meeting performance outcome goals are to be reported quarterly on the ORR-6, the "Quarterly Performance Report." States that are current grantees for TAG discretionary funds should base projected annual outcome goals on past performance. Current grantees should have adequate baseline data for all of the six ORR performance outcome measures based on a history of targeted assistance program experience. States identified as new eligible TAG grantees are also required to set proposed outcome goals for each of the six ORR performance outcome measures. New applicants may use baseline data, as available, and current data as reported on the ORR-6 for social services program activity to assist them in the goal-setting process.

New counties within States that are current grantees are also required to set proposed outcome goals for each of the six ORR performance outcome measures. New counties may use baseline data, as available, and current data as reported on the ORR-6 for social services program activity to assist them in the goal-setting process. Proposed targeted assistance outcome goals should reflect improvement over past performance and strive for continuous improvement during the project period from one year to another. Final targeted assistance outcome goals are due November 15, 2006, in conjunction with the ORR Government Performance and Results Act cycle.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	$4,809,938
Anticipated Number of Awards:	15 to 20
Ceiling on Amount of Individual Awards:	$800,000 per budget period
Floor on Amount of Individual Awards:	$75,000 per budget period
Average Projected Award Amount:	$150,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

Awards under this announcement are subject to the availability of funds.

Project and Budget Periods

Applicants may request a project period of up to five years, with an initial budget period of one year. Where awards are for multiple-year budget periods, applications for continuation grants will be entertained in subsequent years on a non-competitive basis, subject to the availability of funds, successful progress of the project, and a determination that this would be in the best interest of the Federal Government.

Funding Availability

States that administer TAG discretionary programs directly (without the involvement of the counties or local jurisdictions and through a mutual agreement with the qualifying county) may spend no more than 5 percent of their total allocation, and up to 10 percent of each county's allocation, on administrative cost that are reasonable, allocable and necessary.

When the TAG discretionary program is administered by the county or local jurisdiction, the State must allocate to the county or designated local entity not less than 95 percent of the amount of its formula allocation. TAG counties are allowed to spend up to 15 percent of their allocation on administrative costs, as need arises. States and counties are strongly encouraged to limit administrative costs to the extent possible to maximize available funding to serve refugees.

Costs that are allocated for State contracting and monitoring for a TAG discretionary grant, if charged, must be charged specifically to this grant and not to general State administration.

There is no matching requirement under this particular announcement.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- Others (See below)

Eligible TAG applicants are: (1) those agencies of State government that are responsible for the refugee program under 45 CFR 400.5 and (2) those non-State agencies funded under the Wilson-Fish program that administer, in lieu of a State, a statewide refugee assistance program. Applications will be considered from all States, regardless of whether any communities in the State qualify for funding under the formula TAG program. However, priority will be given to those communities in States that are not currently funded under the formula TAG program. This preference is intended to recognize that some communities may still meet the statutory definition of targeted assistance but receive no formula funding, because the targeted assistance formula does not measure secondary migrants as they move from county to county or those refugees who have been in the U.S. for longer than five years.

In order to provide culturally and linguistically compatible services in a manner as cost-efficient as possible, ORR strongly encourages States and counties to promote and give special consideration to the provision of services through coalitions of refugee service organizations, such as coalitions of faith-based and community organizations, Mutual Assistance Associations (MAA's), voluntary resettlement agencies, or a variety of service providers.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at http://www.dnb.com.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Ms. Arnetta Williams
Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
Aerospace Center Building, 8th Floor West
370 L'Enfant Promenade, SW.

Washington, DC 20447
Phone: 202-401-5622
Fax: 202-401-5772
Email: aywilliams@acf.hhs.gov

2. Content and Form of Application Submission:

Application Submission

Each application narrative portion should not exceed 25 double-spaced pages in a 12-point font. Attachments and appendices should not exceed 15 pages and should be used only to provide supporting documentation such as maps, administration charts, position descriptions, resumes, and letters of intent for partnership agreements. Please do not include books or video tapes as they are not easily reproduced and are therefore inaccessible to the reviewers. Each page should be numbered sequentially, including the attachments or appendices.

Proposed Performance Goals

All applicants will be required to establish proposed performance goals for each of the six ORR performance outcome measures for each impacted county's proposed service contract(s) or sub-grants for the next contracting cycle. Proposed performance goals must be included in the application for each performance measure.

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Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V.* Application Review Information. In addition to the project description, the applicant needs to complete all of the Standard Forms required as a part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of $100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the http://www.Grants.gov site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html**.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at http://www.Grants.gov. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually.** ***You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.***
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.

- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at http://www.grants.gov/GetStarted to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates ***AND*** times referenced in *Section IV.3.*

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 05/22/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6.*

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via http://www.Grants.gov.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Budget Narrative/Justification	See Sections IV.2 and	Found in Sections IV.2 and V	By application due date.

	V		
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Third-Party Commitment Letters	See Section V	Found in Section V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Assurances	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Support Letters	See Section V	Found in Section V	By application due date.
Table of Contents	See	Found in Section V	By application

	Section V		due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: http://www.whitehouse.gov/omb/grants/spoc.html.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

TAG funds may not be used for vocational training lasting more than a year or for other educational programs that are not intended to lead to employment within a year. For programs providing supportive services, transportation and equipment may only be provided to newly employed refugees.

States that administer TAG discretionary programs directly (without the involvement of the counties or local jurisdictions and through a mutual agreement with the qualifying county) may spend no more than five percent of their total allocation, and up to 10 percent of each county's allocation, on administrative costs that are reasonable, allocable, and necessary.

When the TAG discretionary program is administered by the county or local jurisdiction, the State must allocate to the county, or designated local entity, not less than 95 percent of the amount of its formula allocation. TAG counties are allowed to spend up to 15 percent of their allocation on administrative costs, as needed. States and counties are strongly encouraged to limit administrative costs to the extent possible in order to maximize available funding to serve refugees.

Costs that are allocated for State contracting and monitoring for a TAG discretionary grant, if charged, must be charged specifically to this grant and not to general State administration.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Ms. Sylvia Johnson
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
Aerospace Center Building
901 D Street, SW.
Washington, DC 20024

Hand Delivery

Ms. Sylvia Johnson
U.S. Department of Health and Human Services

Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
Aerospace Center Building
901 D Street, SW.
Washington, DC 20024

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via http://www.Grants.gov.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139 which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I   THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete.   It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For Example:

- ELT programs might describe increases in language proficiency, how this achievement will be measured, and how the outcomes assist the refugees' self-sufficiency.

- Specialized job or vocational training and employment-related activities might include a description of what types of jobs clients will be trained in, the duration and expected outcomes.

- Community education might describe the expected number of applications for citizenship as outcomes. Orientation and referrals to health care services might describe the expected number of referrals and follow-ups.

In addition, applicants should refer to the six ORR performance measures found under "Proposed Performance Goals" in *Section I* of this announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at $100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 30 points

The application will be evaluated to the extent that: its plan demonstrates a level of quality and appropriateness, and qualifies the anticipated impact of the proposed services; it demonstrates the involvement of the local community in the planning process; it demonstrates the specific strategies and the proposed services to meet the needs of the targeted population, and how the proposed services complement or supplement existing refugee services; and, it demonstrates the cost effectiveness of the program and discusses how requested funds and proposed activities will relate to other funded services.

OBJECTIVES AND NEED FOR ASSISTANCE - 25 points

The application will be evaluated to the extent that: it describes the target refugee population(s) including their number, national origin, year of arrival, State of initial resettlement and other pertinent information; it compares the size of the target refugee population in relation to the size of the general population in the community; and, it clearly describes the services that will be provided and documents the extent to which other sources of funding, including formula Social Services, formula TAG funds, and other Federal, State, or local funding, are not sufficient or available to address the issue. (Please note that special consideration will be given to those jurisdictions that do not currently receive formula TAG funds. To receive this consideration, the applicant must clearly describe how the local jurisdiction has been affected by refugee groups that are not counted under the TAG formula program, such as secondary migrants and refugees who have been in the U.S. longer than five years.)

RESULTS OR BENEFITS EXPECTED - 20 points

The application will be evaluated to the extent that: it describes the timeline and expected outcomes of the project that should be appropriate and reasonable in relation to the funding cycle and the proposed activities; and it has described clearly projected outcomes. All applicants will be required to establish proposed performance goals for each of the six ORR performance outcome measures for each impacted county's proposed service contract(s) or sub-grants for the next contracting cycle. The six ORR performance measures are: entered employments, cash assistance reductions due to employment, cash assistance terminations due to employment, 90-day employment retentions, average wage at placement, and entered employments with available health benefits.

BUDGET AND BUDGET JUSTIFICATION - 15 points

The application will be evaluated to the extent that: it describes the reasonableness of budget proposed; it clearly describes a detailed budget and narrative justification, including State and/or local government administration; it clearly describes unit costs for project services and expected outcomes that should be justified and reasonable; and it describes a line-item budget and justification for State administrative costs is limited to a maximum of 5 percent of the total award to the State; and, it justifies that each total budget period funding amount requested is necessary, reasonable, and allocable to the project. (Please note that States that administer the program directly in lieu of the county, through a mutual agreement with the qualifying county, may spend no more than 5 percent of their total award, and up to 10 percent of the county's allocation, on administrative costs that are reasonable, allocable, and necessary.)

ORGANIZATIONAL PROFILES - 10 points

The application will be evaluated to the extent that: it demonstrates organizational experience, track record, and project management capability; staff resumes or job descriptions are included; and, organizational charts are provided to clearly depict agency and staff roles and responsibilities.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application submitted under this program announcement will undergo a pre-screening to determine that (1) the application was received by the closing date and time and (2) the requested amount does not exceed the ceiling. (See "Disqualification Factors" in *Section III.3*.)

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at http://www.os.dhhs.gov/fbci/waisgate21.pdf.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at http://www.acf.hhs.gov/programs/ofs/forms.htm) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Quarterly
Financial Reports: Semi-Annually

Funds issued under these awards must be accounted for and reported upon separately from all other grant activities. Specifically, they must be separate from the formula social services or formula TAGs.

Although ORR does not expect the proposed components/projects to include evaluation activities, it does expect grantees to maintain adequate records to track and report on project outcomes and expenditures by budget line item.

Proposed Performance Goals

All applicants will be required to establish proposed performance goals for each of the six ORR performance outcome measures for each impacted county's proposed service contract(s) or sub-grants for the next contracting cycle. Proposed performance goals must be included in the application for each performance measure.

The six ORR performance measures are:

- Entered employments,
- Cash assistance reductions due to employment,
- Cash assistance terminations due to employment,
- 90-day employment retentions,
- Average wage at placement, and
- Entered employments with available health benefits.

TAG program activity and progress achieved toward meeting performance outcome goals are to be reported quarterly on the ORR-6, the "Quarterly Performance Report." States that are current grantees for TAG discretionary funds should base projected annual outcome goals on past performance. Current grantees should have adequate baseline data for all of the six ORR performance outcome measures based on a history of targeted assistance program experience. States identified as new eligible TAG grantees are also required to set proposed outcome goals for each of the six ORR performance outcome measures. New applicants may use baseline data, as available, and current data as reported on the ORR-6 for social services program activity to assist them in the goal-setting process.

New counties within States that are current grantees are also required to set proposed outcome goals for each of the six ORR performance outcome measures. New counties may use baseline data, as available, and current data as reported on the ORR-6 for social services program activity to assist them in the goal-setting process. Proposed targeted assistance outcome goals should reflect improvement over past performance and strive for continuous improvement during the project period from one year to another. Final targeted assistance outcome goals are due

November 15, 2006, in conjunction with the ORR Government Performance and Results Act cycle.

VII. AGENCY CONTACTS

Program Office Contact:

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Grants Management Office Contact:

Ms. Sylvia Johnson
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VIII. OTHER INFORMATION

Date: 03/16/06

Martha E. Newton
Director
Office of Refugee Resettlement